**Faculty-led Short-Term Study Abroad Program**

***Renewal* for spring or summer 2021**

**Due: May 1, 2020**

The UCF short-term study abroad programs are intended to enrich the educational programs of the university by enhancing learning through experiences that take advantage of locations outside the US. The programs combine academic and experiential learning outcomes. An effective program requires Faculty Leaders who are knowledgeable of locations and develop strategies to connect the sites abroad to the expected learning outcomes for the program.

This document expresses your commitment to being a partner in the development, implementation and assessment of the program. In-country leader involvement beyond the academics includes on-site execution of logistics and assisting students with health and safety-related needs.

**This form is a renewal only**. If there are substantial changes to the program (change of leader, semester, location, coursework associated, etc.) or the program has not run in the past two years (2018-19, 2019-20), you will be required to submit a ***New Program Proposal***. This form is only for a renewal of a program that has been previously supported by your department and college. If you have any questions about which form you may need, please contact UCF Abroad.

Please provide as much detail as possible in all of the fields. Once complete, please obtain necessary signatures and return to UCF Abroad along with the additional forms in the proposal packet. The proposed renewal will be reviewed by UCF Abroad and you will be notified of the recommendations.

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| **Name of Faculty Leader (PRINT):** | | | **FL Title & Contract Length (12 mos./ 9 mos./ adjunct):** | | |
| **Additional Faculty Leader (if applicable):** | | | **Additional FL Title & Contract Length (if applicable):** | | |
| **Email:** | **Telephone:** | | **College/Division:** | | **Department/Unit:** |
| **Program Name:** | | | **Program Location(s):** | | |
| **Program Semester (Summer indicate A,B,C or D):** | | | **Proposed Program Dates Abroad: (MM/DD/YY)** | | |
| **Will you be on sabbatical at any time during AY 2020-2021? Please provide relevant information:** | | | | | |
| **Course(s) with title, course number and credits:** | | | | | |
| **If more than one course is offered, list min. # of credits students must take as part of this program: \_\_\_\_\_\_** | | | **Host institution(s)/academic partner(s):** | | |
| **Academic Level (UG/Grad):** | | **Language of Instruction:** | | **Minimum GPA (if higher than 2.5):** | |
| **Number of participants: \_\_\_\_\_\_\_ Minimum (as determined by the College/Unit; must be met by Commitment deadline)**  **\_\_\_\_\_\_\_ Maximum** | | | | | |

The purpose of this renewal is for the sponsoring unit to determine if the program continues to fit with the academic programs, academic learning compact or strategic plan (as appropriate) of the unit.

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| **Please carefully read and consider each of the items below before signing.**  **Responsibilities of the Faculty Leader:**  The Faculty Leader of a UCF short-term study abroad program shall do the following:   1. Interview applicants, as part of the application process, to determine if the prospective participant’s purpose and expectation is a good match for the program. Once students are interviewed, FLs will Accept, Waitlist or Deny students in the Terra Dotta system. UCF Abroad may remove the student from the program, if necessary, but will do so in consultation with the leader and/or other stakeholders; 2. Abide by UCF policies and procedures and, if appropriate, the partner institution abroad; 3. Participate in the mandatory Faculty Leader Development Series; 4. Promote the program that you are leading to UCF students; 5. Hold at least 1 country/program specific meeting with students prior to departure; 6. Notify UCF Abroad, and communicate in detail, any and all situations that arise during the program; specifically, as they relate to student health and safety, emergencies, natural disasters, terrorist attacks, crimes against the student or property, etc.; 7. Function as the Campus Security Authority (CSA) during the program to remain in compliance with the Clery Act guidelines; 8. Be available to the program participants and UCF Abroad 24 hours a day for emergencies for the duration of the short-term program; 9. Lead the program, develop, plan and teach the course(s), and accompany students on all program excursions, field trips, cultural events, etc., included as part of the program; 10. Serve as the UCF representative in-country for student concerns including housing, student conduct, health and safety, crisis management, etc.; 11. Encourage students to complete program and course evaluations; 12. Submit reimbursement receipts to UCF Abroad in accordance with the UCF travel reimbursement policies; 13. Notify UCF Abroad before the initial budget is signed if there will be personal travel associated with program (specifically before or after).   **The Faculty Leader will not:**   1. Negotiate with vendors or institutional partners on behalf of themselves personally or the program for items or services without UCF Abroad consultation; 2. Accept goods or services that may be perceived as perks. If there are questions, report it immediately to UCF Abroad; 3. Sign contracts, agreements, or riders on behalf of the university. | | | | | |
| **Responsibilities of UCF Abroad:**   1. Develop a webpage and promotional materials for marketing the program; 2. Coordinate general promotion of all UCF study abroad programs; 3. Administer the application and outgoing participant process; 4. Serve as liaison to institution abroad regarding program implementation; 5. Work directly with all vendors and institutional partners on behalf of the program; 6. Coordinate all payments to vendors; 7. Process all student charges and refunds; 8. Process all student withdrawals; 9. Coordinate UCF Abroad pre-departure orientations; 10. Collect and process all necessary student documentation needed for the program; 11. Provide support to the Faculty Leaders and students while abroad; 12. Schedule and ticket travel arrangements as needed for the program. | | | | | |
| Please initial below:  \_\_\_\_\_\_\_\_\_\_\_I have read and will comply with all requirements in the Faculty Leader  Handbook (online at studyabroad.ucf.edu).  \_\_\_\_\_\_\_\_\_\_\_I understand that I, my department, college or UCF Abroad may opt to cancel the program if the  number of student participants does not meet the minimum number to be financially feasible to  run the program or if the risk to health and safety is deemed too great. | | | | |
| **I have reviewed and agree to the terms and conditions as listed above. I understand non-compliance could prohibit me from leading this program and a program in the future.** | | | | |
| Signature of Faculty Leader | | Print Name | Date | |
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| Signature of Second Faculty Leader (if applicable) | | Print Name | Date | |
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| **To be completed by the chair/director and dean of the sponsoring unit:**  **I have reviewed the entire proposal and find that this program aligns with the unit’s educational programs, academic learning compacts or strategic plan. I also find that, to the best of my knowledge, the proposed leader has the necessary qualifications and experience to execute the program successfully.** | | | | |
| Signature of Department Chair/Director | Print Name of Dept. Chair/Director | | | Date |
| Signature of College Dean | Print Name of College Dean | | | Date |
| Signature of UCF Abroad Representative | UCF Abroad | | | Date |

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| Any additional comments or concerns: |